

DELAWARE PUBLIC PURCHASING ASSOCIATION, INC.
SECOND QUARTER MEETING

Minutes of Monday, May 14, 2007

The second quarter meeting of the Delaware Public Purchasing Association (DPPA), Inc. for 2007, was held at Conley Ward's Steakhouse, Wilmington, Delaware and was hosted by the City of Wilmington and was a joint DPPA/PAPA (Pennsylvania Public Purchasing Association). Each chapter conducted their own business meeting in the morning and then joined in a joint networking session.

Those in attendance were: Delaware: Janet Schukoske, OMB; Sussanne Jara, DSP; Ruth Kowalski, Hilda Balascio and Dot Pecqueur, NCC; Tina Austin, H Jennifer Malcolm, Tim McMahon and Gary Fullman, City of Wilmington; Peter Gregg and Andy Anderson, City of Dover; and Win Abbott, Town of Clayton.

Pennsylvania: Angela Marino, Diane McKenzie and Scott Brodt, City of Allentown; Tom Youngs, University of Pittsburgh; Price Morris, Lancaster City Housing Authority; Pete Navarro, County of Chester; Liz Hampton, Chester County IU; Stephen Nasobko, David Lazarow and Kim Sangster, Philadelphia School District; Bill Lyman, Downingtown School District; Judy Cole, South Whitehall Twp; Mary Ann Ramey, Whitehall Twp; Patrick Leavy and George Nader, Lehigh County; Brian Ricci, Missy Cotton and Maureen McIlvaine, Bucks County.

a. Opening of the Meeting (DPPA only)

Janet Schukoske, President, called the meeting to order at 10:00 a.m. She thanked the City of Wilmington hosting this meeting. Janet also thanked Peter for filling in for Mike as the Secretary.

b. Reading of the Minutes

- a. A correction to the minutes was made to insert the word "not" in paragraph 4g to indicate that "we not host a one day seminar in May 2008. Another changed was to indicate that Paul Giery won the trip to the Region II Conference.
- b. A motion was made by Paul to approve the minutes as corrected and it was seconded by Sussanne. It passed unanimously.

c. Treasurer's Report

The treasurer's report was read by Sussanne. A brief overview follows.

Previous Balance:	\$39,473.21
Income	\$ 365.60
Expenses	<u>\$ 890.60</u>
Ending Balance	\$38,948.21

A motion was made by Hilda to accept the Treasurer's Report and Dot seconded, motion carried.

d. Committee Reports

1. Finance Committee - Sussanne

The 2007 proposed budget was presented. A motion was made for approval by Sussanne and seconded by Ruth. The budget passed.

2. Membership Committee – Sussanne

An email was sent to 75 people asking for them to look into membership.

We currently have 50 members listed. Of those, 38 are paid and two of the 38 are new members. We have one retired member who is not paid.

We have lost Mike Mathews and Wendy Duvall.

3. Program Committee - Janet

There will be a guest speaker at our next meeting. The topic will be RFP Evaluations. Jay Burks, OMWBE, suggested a briefing on Supplier Diversity by Clay Hammond, VP/Business Development for Global Diversity Group, Inc.

4. Awards and Scholarship Committee – Pete

No Report. Pete will try to schedule a meeting of committee members before the next meeting.

5. Chapter Liaison – Janet

- a. Janet sent in the small chapter of the year award package. There was a 50 page limit. Our report was 100 pages single sided. Janet thanked Sussanne for her help in submitting information for the package. The package was sent via Fed Ex and email.
- b. Janet briefed on a list serve question on reverse trade shows.
- c. A discussion was held about the possibility of doing a chapter showcase at the Forum. Since only 2-4 people were planning to attend, it was decided that there would not be enough people.
- d. Janet briefed that we are entitled to a chapter visit from NIGP. We have until May 25 to accept.
- e. Janet informed us about the new Chapter Newsletter from NIGP.

6. Education Committee - Hilda

Hilda briefed on upcoming Webinars and seminars being hosted in the local area. She reminded us that these classes provide points towards certification or re-certification.

It was mentioned that the CPPB review seminar being conducted at the NIGP National Forum will be free.

7. Historian – Hilda

The DPPA received Purchasing Month Proclamations from New Castle County and the City of Dover.

8. Public Relations - Cliff

Cliff sent Purchasing Month releases to a local paper.

9. Strategic Planning – No report

e. Unfinished Business/Old Business

1. The drawing was held for the Region II Conference in Atlantic City. Pete won.
2. Registration for the Conference can be accomplished on-line at www.sjnigp.org or by calling (609) 449-7113.
3. The Public Purchasing Association of Connecticut Chapter of NIGP requested money to help with expenses involved in transportation to and from the airport and volunteer parking. Hilda moved that we do not donate. Sussanne seconded and the motion passed unanimously.

f. The business meeting portion ended at 11:05 am. The remainder of the day was spent in a joint networking session between members of DPPA and PAPP. A brief list of some of the topics covered follows. This part of the meeting was facilitated by Janet Schukoske, DPPA President and Maureen McIlvaine, PAPP President.

1. The networking session began by going around the room for introductions.
2. Joint Chapter Liaison Report
 - a. Janet – NIGP is still looking for instructors
Forum – DPPA rejected money donation.
The Hurricane Katrina relief donation by the DPPA was never acknowledged.
The NIGP should support the financial needs of the Forum host chapter.
 - b. Maureen – PAPP had donated to support the Ohio Forum.
They also donated to Katrina relief.
They agree that the NIGP should support the financial needs of the Forum host chapter.
3. Maureen – Received an email from the host chapter president stating that two hotels are sold out for the forum.
The Region II conference is being held in conjunction with the National Board Meeting.
4. Tom (PAPP) – Informed everyone that the next NIGP Forum will be in Charlotte, NC and the 2009 Forum will be in St Louis, MO.

5. Maureen – The PAPPa will be hosting the Sourcing in the Public Sector seminar June 6 – 7, 2007 in Leesport, PA. Asked that we continue to check their web site (<http://www.pappainc.org/>) for other seminar offerings.

6. Unfinished Business

- a. Janet – The Region II final report is still in work. When complete, it will be made available to other chapters.
DPPA has not requested/received shirt quotes yet.
- b. Maureen – Seniority recognition. PAPPa is considering a certificate and a gift certificate (to be used for seminars or conferences).
- c. Maureen – PAPPa pays for the chapter president to attend the forum and the board to attend the region II conference.
- d. Janet – DPPA pays for the chapter president to attend the forum and conducts a drawing to send members to the region II conference.

7. New Business

- a. Janet – Suggested a reverse trade show as a possible method of generating income. We could consider a joint effort between the DPPA and PAPPa.
- b. Janet – DPPA should consider hosting a CPPB seminar.
- c. Maureen – PAPPa had the review seminar taught by Gordon Ball. They bought the books from the NIGP bookstore.
- d. Janet – The National Forum will have classes as a part of the forum this year.
- e. Steve (PAPPa) – Mentioned that they have their membership on their web site along with a calendar. They use Pay Pal for payment for dues and seminars. He offered to help us set up the same on our web site.

- g. We adjourned for lunch from 11:44 to 1:10.

- h. After lunch the two chapters discussed procurement problems that they are experiencing and brainstormed them. Ideas were going to fast and furious for me to capture all of the information. Some of the topics are listed.

- 1. Ammunition delivery problems.
- 2. Contract over runs.
- 3. P-Cards
 - a. Lehigh County – No
 - b. Allentown – Yes
 - c. School District of Philadelphia – Yes
 - d. Bucks County – Yes
 - e. City of Dover – Currently considering implementation.
 - f. State of Delaware – Currently in contracts that vendors must accept PNC card.

- i. Property disposal.

- j. Reverse auctions

- k. Lehigh County receives a receipt for the electronic downloading of bids from their web site. Visit www.lehighcounty.com to see.

- l. The third quarter meeting (DPPA) for 2007 is scheduled for Tuesday, September 18, 2007, at 10:00 a.m. The meeting will be hosted by the City of Dover.

- m. Hilda moved that the meeting be adjourned. It was seconded by Ruth and it passed 100%. The meeting was adjourned at about 2:15 p.m.